# Table of Contents

- How to Login .................................................................................................................. 3
- How to Create a New Study ............................................................................................. 4
- Find More Information ..................................................................................................... 5
- How to Edit a Study .......................................................................................................... 6
- Check the Study for Errors ............................................................................................. 7
- Submit the Study for Review .......................................................................................... 8
- What to Expect after Submitting Study for Review ......................................................... 9
  - Check the Status of your Study ....................................................................................... 9
- Change the Primary Contact ............................................................................................ 10
- Access a Study ................................................................................................................ 11
- How to Respond to Clarification Request ....................................................................... 12
  - How to Change Documents on your Study ................................................................ 13
- Submit Continuing Review and New Information .......................................................... 16
- How to Respond to Action Required ............................................................................. 17
- Checklist of Information to Attach ................................................................................ 19
- Contacting Support ........................................................................................................ 21
How to Login

The IRB system is secure, which means only authorized individuals have access to it. When you log in to the system, you get a personalized view of the information and possible actions pertinent to you.

- Navigate to https://irb.connect.uvm.edu/IRB
- You will need a UVM Net ID and password to login successfully.
- Click the green “Login” button.
- Enter your UVM Net ID and password.
- If you do not know your NetID or your password, contact us for assistance.
How to Create a New Study

You can prepare a new study for IRB review by entering information into a series of online forms. The number of forms included may change based on the answers you provide. The forms tell you where to attach files to provide supporting information.

The simplest approach is to follow the forms in order, answering the questions and clicking Continue to save your information and move to the next form. When you reach the end of the series of forms, click the Finish button.

**Note:** A continuing review, modification, or RNI (reportable new information) submission can be handled similarly to a study. For differences, see Submit Continuing Review and New Information on page 16.

Before you begin, gather files and information about your study such as:

- Supporting information files (for a list, see Checklist of Information to Attach on page 19)
- Training and Financial interest status for each of your study team members
- For External Studies: Contact information and IRB oversight info for external sites involved in the study

To create a new study for review

1. From “My Inbox” or the IRB>Submissions screen, Click Create New Study.

2. Fill in the applicable boxes and answer the questions.

   **Tip** When you create a study, you are assigned to be the primary contact who receives all communications from the IRB on behalf of the study team. (The principal investigator you specified also receives the communications.) You can change the primary contact later as described in Change the Primary Contact on page 10.

3. Click Continue to move to the next form.

   **Tip** A red asterisk (*) precedes each question that requires an answer. If you cannot answer a required question at this time, or if you need to stop and continue at a later time, click the SAVE link at the top of the Smartform. If you do not answer a required question initially, you must return and answer it before you can submit the study to the RPO Office for review.

4. When you reach the final page, click Finish to exit the study.

You can continue to edit the study until you submit it for review. See How to Edit a Study on page 6.

**Important! The study has not been submitted for review yet.** For instructions, see Submit the Study for Review on page 8.
# Find More Information

There are Huron Informational Guides, Videos and instructional field level help text that can be found while logged into UVMClick.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>How to Access It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help for a field or page</td>
<td>More information about a question or form.</td>
<td>Click ? next to the question. Not all questions will have help text.</td>
</tr>
<tr>
<td>Help system</td>
<td>The online help contains procedures and information for all users.</td>
<td>1. Click the MyInbox &gt; Help Center link on the left.</td>
</tr>
<tr>
<td></td>
<td>This includes Guides and any available Videos.</td>
<td>1. Click the MyInbox &gt; Help Center link on the left.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. On the Guides tab, click the name of the guide to open it.</td>
</tr>
<tr>
<td>IRB Researcher’s Quick Reference Guide</td>
<td>Instructions for submitting a study for review.</td>
<td>1. Click the Help Center link on the left.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. On the Guides tab, click the name of the guide to open it.</td>
</tr>
<tr>
<td>Single IRB Review for Multi-Site Studies</td>
<td>An overview of the single IRB review process for multi-site studies.</td>
<td>1. Click the Help Center link on the left.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. On the Videos tab, click the name of the Video to open it.</td>
</tr>
<tr>
<td>IRB Library</td>
<td>Document templates, checklists, and IRB procedures.</td>
<td>Click the Library link on the left.</td>
</tr>
</tbody>
</table>

![Image of UVMClick interface with links to MyInbox, Help Center, Library, and Institutional Profiles]
How to Edit a Study

You can continue to make changes to a study until you submit it for IRB review. You can also make changes if the IRB requests clarifications (except during committee review) or modifications.

To edit a study

1. From My Inbox, click the name of the study to open it.
   **Note:** If the study does not appear in your inbox, see Access a Study on page 11.
2. Click the Edit Study button on the left under “Next Steps”.

Next Steps

3. Make changes as appropriate. When updating a study document previously submitted to the IRB, revise it in tracked-changes format and replace the original document with the tracked-changes version. When the IRB approves the document, all tracked changes will be accepted and comments removed in the final version.
4. Exit the study.

**TIP** Choose one of these ways to exit:
- Click the Exit link. If prompted to save the study, click Yes.
- Click Continue on each form, and then click the Finish button on the final form.
Check the Study for Errors

Checking the study for errors and omissions helps you include all the relevant information, which is critical for receiving a timely review of your study.

Using these types of error checking helps you supply all the information the IRB needs:

- **Automatic system error checking** identifies any omitted answers to required questions on the form when you click Continue. A red asterisk (*) precedes each blank or question that requires an answer. Keep in mind that the system cannot catch every omission while you edit the study if you skip questions that cause more forms to be added to your study through advanced branching.

- **Visually inspecting the forms** to see what you may have missed, especially:
  - Questions that are relevant to your study but are not required for all studies
  - Documents that should be attached (see Checklist of Information to Attach on page 19)

To perform a visual inspection, open the study and look through the forms in order. To open the study, see How to Edit a Study on page 6.

- **Using the Hide/Show Errors option** to find and correct all errors before submitting the study. The system automatically checks for errors when the PI attempts to submit the study. However, if you are filling out the forms on behalf of the PI, it is best to check the study for errors before the PI attempts to submit it, using the steps below.

To use Hide/Show Errors to find and correct errors

1. Open the study and click the Edit Study button, as explained in How to Edit a Study on page 6.
2. From the top navigation area, click **Hide/Show Errors**.

   ![Hide/Show Errors button]

   The Error/Warning Messages pane appears at the bottom of the window, listing all the current errors and where to find them.

   **Error/Warning Messages**

<table>
<thead>
<tr>
<th>Message</th>
<th>Field Name</th>
<th>Jump To</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Error symbol] This is a required field.</td>
<td>Is Study Under IND</td>
<td>Drugs</td>
</tr>
<tr>
<td>![Error symbol] This is a required field.</td>
<td>Devices</td>
<td>Devices</td>
</tr>
<tr>
<td>![Error symbol] This is a required field.</td>
<td>Device Type</td>
<td>Devices</td>
</tr>
</tbody>
</table>

3. For one of the errors listed, click the link in the Jump To column to go to the form containing the error.
4. Click **Continue** to identify the specific questions on the form with errors.
5. Fill in the missing information.
6. Click **Refresh** in the Error/Warning Messages pane to update the list of errors.
7. Continue correcting errors until no errors are listed.
Submit the Study for Review

After entering all required information into the forms and attaching files, the principal investigator must submit the study for IRB review.

**TIPS**

- Make sure you attach all applicable information to the study, as identified in Checklist of Information to Attach on page 19.
- Check for missing information before attempting to submit the study, as described in Check the Study for Errors on page 7. Any errors or omissions not corrected are shown when attempting to submit the study and must be corrected before you can submit it for review.
- Identify any person or organization outside the IRB who needs to review the study. Add them to the list of ancillary reviewers by clicking Manage Ancillary Reviews. For instructions, see the IRB Quick Guide called “How to Request an Ancillary Review” in the UVMClick website. Ancillary Reviewers will have View access to the STUDY.

To submit the study for IRB review

🌟 **Important!** Only the principal investigator or Proxy can complete the following steps.

1. Log in to the system.
2. Make sure you are in My Inbox.
3. Click the name of the study to open it.

   ![My Inbox](image)

   **TIP** If the study does not appear in the list, perhaps it was already submitted, or it does not include you as a study team member. To find the study, try clicking IRB at the top navigation area. If you do not see it in that list, see Access a Study on page 11 for more ideas.

4. Click the Submit activity on the left.

   ![Submit](image)

   **TIP** If any errors or warnings are shown, edit the study to go to the form/view containing the problem. For more information, see Check the Study for Errors on page 7. When all errors are corrected, try submitting the study by clicking Submit again.

5. Click OK to agree to the statement presented on the screen.
6. When prompted, log in again to verify your identity as the study’s PI.
7. Click Submit.
What to Expect after Submitting Study for Review

Submitting information to the IRB initiates a series of activities that may include:

- Review within your department or another department
- Pre-review by an IRB staff member
- Review by the IRB committee or a designated reviewer
- Communication of the IRB decision to the investigator

Any of these may lead to a request for the study team to take further action, such as providing clarifications or modifying the study. **Whenever the study team needs to act, the PI, Proxy and Primary Contact all receive an e-mail notification, and the study appears in My Inbox for all study team members when they log in to the IRB system.**

**Important!** Make sure the appropriate person is listed as the primary contact to receive e-mails and see the study in My Inbox (along with the PI and any PI proxies, who also receive these). By default, the person who created the study is the primary contact. See Change the Primary Contact on page 10.

Check the Status of your Study

You can see a diagram showing the state of your study within the IRB review process by opening the study. For example:

You can easily open your study from one of the following lists (depending on its status):

- My Inbox
- IRB In-Review Studies
- IRB Active Studies

For instructions about opening your study from these lists, see Access a Study on page 11.
Change the Primary Contact

Every STUDY must have a primary contact. At the time of the initial application the primary contact is defaulted to the person creating the STUDY. This designation can be changed.

How is the Primary Contact different from a Proxy or a study team member?

- The primary contact can also edit the study just as a study team member can, however, the primary contact will receive notifications and study team members will not.
- The contact and Proxy have the same security setting except the Proxy can submit requests to the RPO Office and the contact cannot

Notes:

- To change the primary contact, you must be a member of the study team.
- By default, the person who created the study in the system is the primary contact.
- The PI and any PI proxy continue to receive notifications regardless of the primary contact assignment.
- Modifications or continuing reviews have the same primary contact as the initial study. To change the primary contact on these submissions, do so in the initial study.

To change the primary contact

1. Open the study by clicking the study's name. (For instructions about finding the study, see Access a Study on page 11.)
2. Click Assign Primary Contact from Activity list on the left.

A new window opens.
3. Click the X to remove the current contact.
4. Begin typing the name of the new contact.
   A list of matching names appear.
5. Select the correct name using the mouse or down arrow key.
6. Click OK.

Note: Make sure the selected contact is a study team member within the study.
## Access a Study

You may want to open a specific study to view or update its contents, submit it for review, review it, or take other actions on the study.

**Note:** Your access to a study is personalized based on your role in the system and the role you play in relation to the particular study. In addition, the actions you can take on a study are personalized.

**To open a study,** click its name when you find it in a list of studies.

**To find a list that includes the study,** review the IRB Quick Guide called **Searching for a Protocol** found on the UVMClick website or try these suggestions:

<table>
<thead>
<tr>
<th>Check this list...</th>
<th>For...</th>
<th>How to find this list</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Inbox</td>
<td>Studies assigned to you for action, such as a study you are:</td>
<td>Click the <strong>My Inbox</strong> link in the top navigation header.</td>
</tr>
<tr>
<td></td>
<td>■ Preparing to submit</td>
<td><img src="image" alt="UVMClick" /></td>
</tr>
<tr>
<td></td>
<td>■ Assigned to review</td>
<td></td>
</tr>
<tr>
<td>IRB In-Review tab</td>
<td>Studies the IRB has not reviewed or for which it has not communicated a decision</td>
<td>Click <strong>IRB&gt;Submissions</strong> in the top navigation area and select the <strong>In-Review</strong> tab.</td>
</tr>
<tr>
<td>IRB Active tab</td>
<td>Studies approved by the IRB and currently in progress</td>
<td>Click <strong>IRB&gt;Submissions</strong> in the top navigation area and select the <strong>Active</strong> tab.</td>
</tr>
<tr>
<td>IRB All Submissions tab</td>
<td>All studies, continuing reviews, modifications, and reportable new information (RNI) entered into the system that you have permissions to view</td>
<td>Click <strong>IRB&gt;Submissions</strong> in the top navigation area and select the <strong>All Submissions</strong> tab.</td>
</tr>
<tr>
<td>IRB New Information Reports tab</td>
<td>Reportable new information (RNI) submissions, possibly related to one or more studies</td>
<td><strong>Tip:</strong> Try filtering this list by the study name or principal investigator. Next to Filter by, select <strong>Name</strong> or <strong>Investigator</strong>. Then type the beginning of the name and click <strong>Go</strong>.</td>
</tr>
</tbody>
</table>

Click **IRB>Submissions** in the top navigation area and select the **New Information Reports** tab.
How to Respond to Clarification Request

At any stage during the review process, the IRB may request clarifications to the study content. Similarly, the official IRB determination may be that the study requires changes before research can begin.

Both situations require the study staff to take similar actions. In either case, the PI, any PI proxy, and the study’s primary contact receive an e-mail. The study also appears in My Inbox for each member of the study team.

Very Important!
- Any study team member can update the study, but only the PI or Proxy can submit the response to the IRB.
- Failure to respond promptly slows the review and approval process for your submission. In some cases, your submission may be rescheduled for review at a later IRB meeting because the committee requires your response before making a decision.

To view the details of the request and respond with the changes

1. From My Inbox, click the name of the study to open it.
2. Locate the details of the request, as described here:

   For clarification requested: In the History tab under Clarification Requested, read the request details.

   ![History Tab Example]

   If applicable, click the read more link to display any additional text.

   For modifications required: Click the Correspondence letter link near the top of the page on the right side. The letter contains the modification requirement details.

---

STUDY00000021: Crain Copy
Principal investigator: Christopher Moms
Submission type: Initial Study
Primary contact: Christopher Moms
PI proxy: Submitting Department: Radiology

IRB office: CHRMS (Medical)
IRB coordinator: Karen Crain
Letter: Correspondence_for_STUDY00000021.docx(0.02)
3. Edit the study to incorporate changes as needed. For instructions, see How to Edit a Study on page 6.

   Notes:
   - In most cases, you can update all aspects of the study, including adding, updating, or removing attached documents.
   - When updating a study document previously submitted to the IRB, revise it in tracked-changes format and replace the original document with the tracked-changes version. When the IRB approves the document, all tracked changes will be accepted and comments removed in the final version.
   - If clarifications were requested during committee review, you cannot edit the study, and you see the View Study button instead. In that case, respond to the reviewer by commenting in the Submit Response form, as described in the next step.

4. (PI or Proxy only) Click Submit Response to return the study to the reviewers.

   Notes:
   - The Submit Response form gives you space to type a point-by-point response to the requests and to attach a file. However, any permanent study information should be incorporated into the study itself.
   - If clarifications were requested during committee review, you may be asked to make changes to the study after the review is complete.
   - For an RNI submission, click Submit RNI Response instead.

5. Click OK.

   The study returns to the applicable review process.

   For information about completing an action plan for an RNI submission, see Submit Continuing Review and New Information on page 16.

How to Change Documents on your Study

You may need to modify a study's documents when:

- The IRB requires changes prior to approval.
- Submitting a modification to an approved study.

To change documents **prior to study approval**

Note: These steps apply if the IRB decision was modifications required, disapproved, or deferred.

1. From My Inbox, click the name of the study to open it.

2. Click the Documents tab.

3. Click the document name in the Draft column and save it to your computer.
4. Open the document.
5. Enable the Track Changes feature and update the document.
6. When finished, replace the original study document with the tracked-changes version. Here are the steps:
   a) Click Edit Study button.
   b) If replacing the Protocol document, scroll to the bottom of the Basic Information View and click the Update button next to the current Protocol document.
   c) Choose the new track changes document
   d) Optional but highly recommended: Type in a name. If nothing is entered in the name field, the system will default to the uploaded document title as the name. This is important as the NAME will display on the approval letter.
   e) Version Number is optional.
   f) Click OK

**NOTE:** When the IRB approves the document, all tracked changes will be accepted and comments removed in the final version.
To change documents on an approved study

1. Click **IRB** in the top left navigation area and select the **Active** tab.

2. Click the name of the approved study.

3. Click the **Documents** tab.

4. Click the document in the Final column and save it to your computer.

   **TIP** In some cases, you may only be able to use the draft document because the final document is a PDF. In this case, the draft document may contain tracked changes and comments. To make its content match the final PDF, use the review features in Word to accept all the changes and remove any comments. Use this clean document as a starting point for your revisions.

5. Open the document and revise it in tracked-changes format.

6. When finished, replace the original document with the tracked-changes version in the modification
   (See previous page for details).

**NOTE:** When the IRB approves the document, all tracked changes will be accepted and comments removed in the final version.
## Submit Continuing Review and New Information

The table below summarizes how to get started submitting each type of information to the IRB.

<table>
<thead>
<tr>
<th>To submit this type of information...</th>
<th>...start here...</th>
<th>...and click this button</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing review updates for an active study or to close a study</td>
<td>From the Active tab, click the study name (see Access a Study on page 11)</td>
<td>Create Modification/CR</td>
<td>You can submit a continuing review and a modification at the same time. The first form prompts you to identify the type of information to submit. To request study closure, submit a CR. Based on the research milestones completed, the study may be closed.</td>
</tr>
<tr>
<td>Modifications to Study Team Membership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modification s to Other parts of the Study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New information or an adverse event report</td>
<td>Start from the Active tab and click the study name (see Access a Study on page 11)</td>
<td>Report New Information</td>
<td>Report new information as soon as you become aware of it. The form identifies the types of information you must report.</td>
</tr>
<tr>
<td>New study for review</td>
<td>My Inbox</td>
<td>Create New Study</td>
<td>See How to Create a New Study on page 4.</td>
</tr>
<tr>
<td>Updates to a new study that hasn't been submitted for IRB review yet</td>
<td>Within the study (see Access a Study on page 11)</td>
<td>Edit Study</td>
<td>See How to Edit a Study on page 6.</td>
</tr>
</tbody>
</table>
How to Respond to Action Required

After reviewing a new submission (or adverse event), the IRB may require specific actions to be taken in response to the reported issue. The IRB Coordinator will complete the action to send the submission back for clarifications.

The system sends e-mail to notify the PIs, PI proxies, and primary contacts of all related studies as well as the submitter of the RNI (reportable new information) if applicable. The submission appears in My Inbox for the responsible parties.

To view the requested changes and respond to the IRB

1. From My Inbox, click the name of the submission to open it.
2. View the details of the submission and the requested changes, as described here:
   - **Read the letter**: Click the letter link near the top of the page on the right side. The letter typically contains the requested changes and a summary of the IRB’s decisions.

   
   ![Letter Link Example]

   **Reported by**: Daniel Duvette (ss-on)  **IRB Office**: IRB 1
   **Submission type**: Reportable New Information  **Letter**: Correspondence_for_RNI00000185.pdf(0.01)
   **IRB coordinator**: Orlando Max (irbc)

   **Review the requested changes**: Click the History tab and read the requested changes listed there. Also listed will be the author of the clarification request and the date/time the clarification was requested.

   ![History Example]

3. Take action inside or outside the system to resolve the requested changes.
   - **TIP** If the requested changes require a change to a study, create a modification and submit it for review as mentioned in Submit Continuing Review and New Information on page 16.

4. Click **Submit Response** to indicate that the changes have been made.

   ![Submit Response]

   The Submit Response form gives you space to type notes. Summarize the actions taken to resolve the reported issues and change requests.

   **NOTE**: The response pop-up provides an opportunity to provide an attachment. Response documents can
be uploaded here. **Do Not** attach protocol documents (protocol, consent, recruitment materials etc) to the Response pop-up. Any protocol attachment additions should be made inside the smartform and not in the Response pop-up.

5. Click **OK**.

The submission is returned to the IRB staff to verify completion of the requested changes.
Checklist of Information to Attach

Be prepared to attach several files to your study. While editing the study, several views provide places to attach related files. Applicable template files can be found on our IRB website [https://www.uvm.edu/rpo/human-subjects-research](https://www.uvm.edu/rpo/human-subjects-research).

When attaching each file, name it as you want it to appear on the IRB approval letter. Attach the information listed below (if relevant to your study) to the location identified.

**Protocol:** *(Basic Information view/page)*

- Investigator protocol
- Complete sponsor protocol
- Site supplement to sponsor protocol
- HHS (Department of Health and Human Services) protocol

**Funding information:** *(Funding Sources page, with each source)*

- Grant applications

**Drug details:** *(Drugs view/page, with each drug, or on main Drugs page if not specific to one drug)*

- Package insert
- Investigator brochure
- Verification of each IND number (one of these):
  - Sponsor protocol with the IND number
  - Communication from the FDA or sponsor with the IND number

**Device details:** *(Devices view/page, with each device, or on main Devices page if not specific to one device)*

- Product labeling/device instructions
- Investigator brochure
- Verification of each IDE or HDE number (one of these):
  - Sponsor protocol with the IDE / HDE number
  - Communication from the FDA or sponsor with the IDE / HDE number

**Recruitment and Consent details:** *(Local Site Documents view/page)*

- Consent documents:
  - Consent forms
  - HHS-approved consent document
  - For non-written consent, a script of the information provided orally to the subjects
- All material to be seen or heard by subjects, such as:
  - Evaluation instruments and surveys
  - Advertisements, including printed, audio, and video
  - Recruitment materials and scripts
  - Foreign-language versions of materials for subjects

**All other relevant documents:** *(Local Site Documents view/page)*

- Conflict of Interest Committee's determination for each financial interest related to the research
- Completed checklist of meeting Department of Energy requirements
NOTE: Many of the IRB Forms have transitioned into our UVMClick online smartform. Forms that have been deprecated and are now online entry within UVMClick include:

- Common Protocol Cover Form
- Amendment Form
- Key Personnel Form
- Continuing Review Form

As these forms are no longer uploaded documents, they have been removed from the IRB Forms website and therefore manual signatures are no longer required.
### Contacting Support

For additional answers to your questions, feel free to use the following resources:

<table>
<thead>
<tr>
<th>Resource</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation</td>
<td>See Find More Information on page 5</td>
</tr>
<tr>
<td>Training materials on the UVMClick web site</td>
<td><a href="https://www.uvm.edu/ovpr/uvmclick-toolkits">https://www.uvm.edu/ovpr/uvmclick-toolkits</a></td>
</tr>
<tr>
<td>UVMClick support staff</td>
<td>E-mail: <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a></td>
</tr>
<tr>
<td>IRB support staff</td>
<td>E-mail: <a href="mailto:irb@uvm.edu">irb@uvm.edu</a> or 802-656-5040</td>
</tr>
</tbody>
</table>